

**Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, May 8, 2017**

Present: Helen Evans, Elizabeth Greenberg (Chair), Deirdre Bridge, Dorianne Haverty, Pete Marcotte, Shannan McKenna, Valerie Roche, Heather Paradzick (Trustee Alternate), Erin Matlin (Trustee Alternate), Richard Tripp (Town Councilor), and Cara Barlow (Library Director)

Meeting was called to order at 6:33 pm by Liz Greenberg.

Amendments to Agenda: None

Public Comment:

- Richard conveyed that next week is the public hearing for the town budget.
- Net Zero Task Force (NZTF): Jeff Moulton (Chairman) present solar possibilities for library
 - Anticipated benefits include: Energy savings after 8 to 10 year period, free electricity after initial timeframe for portion of library electrical needs (e.g. \$5,000 savings per year) and 25 year lifespan on renewable solar panels.
 - Task force consists of 8 people and various town groups (Public Works, economic group, environmental group, and schools including Pinkerton)
 - NZTF is currently evaluating town buildings for solar energy-orientation and affordability.
 - Three quotes from Granite State Solar, NuWatt and Milhouse Enterprises were shared. However, NZTF has no specific recommendation for the library.
 - NZTF conveyed that sufficient parking and advertising within library were components of the solar proposal.
 - Board of Trustees discussed concerns about leaking roof, responsibility for any maintenance issues and installation of solar panels in addition to limited parking available at the library.
 - NZTF explain funds were available from PUC and installation can be done this year with town contributing additional funding through bonds.
 - Board of trustees will provide feedback within a couple weeks to NZTF.

Acceptance of Minutes:

- Draft minutes amended to clarify public television suggestion, correct vote for co-chair motion and minor spelling corrections.

Pete moved to accept the draft minutes as amended for the April 17, 2017 meeting. Helen seconded motion. Motion passed unanimously.

Treasurer's Report:

- 86.4% spent. Expenditures are within budget and on target.
- Fine amount: \$78,285.66 (reduced by approximately \$30,000 from prior month to pay for approved lighting project)
- Fine accounts: Projected fine amount does not coincide with town Munis report. Board of trustees request revision to fine amount projections to allow compatibility with Munis report.
- **Action Item:** Cara will review systems and determine feasibility of aligning reports.

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Director's Report:

- Author Fest: 163 people attended including Liz and Helen from Board of Trustees. Overall impression of attendees was a successful event with a wide range of writers.
- Dale T. Phillips Rounded Corner- Sunday May 7th blog posting covered Author Fest
- Cara discuss possibility for self-publishing at the library and introduce idea of library printing a book for upcoming town tricentennial.

Announcements: None

Subcommittee Updates:

- Personnel Subcommittee
 - Propose updates to Section 17, Personnel Policies, sub-section 7.1 as follows and indicated in bold text:
Section 7.1.B revised wording:
"If a holiday falls on a Sunday, the library will observe the holiday **on the Monday immediately following the holiday. If a holiday falls on a Saturday, it will be observed on that Saturday.**"
Section 7.1.C revised wording:
"Regular employees shall be paid for holidays as follows:
1. Regular full time employees shall be paid for each of the above holidays; salary and wages shall not exceed the total within the employee's current pay period. **If a regular full time employee is not scheduled to work on a scheduled holiday, the employee may take a floating holiday, at the discretion of the Director, in lieu of and within 30 days of the observed holiday.**"

Deirdre moved to accept revision to the Personnel Policies, sub-section 7.1 as amended by Board of Trustees. Pete seconded. Motion passed unanimously.

- Cara provided overview of flexible spending accounts (FSA) available through Health Trust.
 - Pre-tax money lowers tax liability of individual and library. The maximum amount to contribute to FSA per employee is \$2,600. Administrative fee is \$240/year for library to implement with existing staff.
 - Personnel committee recommends the personnel fund is used to cover administrative fee and that the board approves \$2,600 per employee allowance for FSA with 2 months carryover into next year.
 - For FY18, the library can cover any additional amount refunded to employee in the event personnel leave library.
 - Board discuss considering a plan for FY19 liability.

Deirdre moved to accept FSA plan as recommended by the Personnel Subcommittee. Dori seconded. Motion passed unanimously.

- Proposed revision for Head of Technical Services job description
 - Board recommends deletion of Supervisory Responsibility bulleted statement stating position does not have direct supervisory responsibility and moving second bulleted statement in Supervisory Responsibility section to Other Duties and Responsibilities section.

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Shannon moved to accept the Head of Technical Services job description as amended. Deirdre seconded. Motion passed unanimously.

- Policy Subcommittee: no updates
- Finance Subcommittee:
 - Discussed a need to meet and determine management of monies, potential policy changes, Library Director timesheet and manifest approval.
 - In the interim, Liz will continue to move money on behalf of the board.
 - **Action Item:** Subcommittee to recommend procedure at next board meeting.
- Space Needs Subcommittee:
 - Dori discussed board proposal for an office shared with custodians, private ALS meeting time hours, and moving of materials with Kathy Mercer of Adult Learning Services (ALS). Jen will be new personnel for ALS.
 - Current state of transition: Unable to access telephone line due to materials blocking access. Board discussed a need to determine ownership of office furniture as belonging to library (furniture is listed on town inventory) or ALS.
 - Board discussed formalizing relationship via Memorandum of Understanding (MoU) between library and ALS.
 - **Action Item:** Space Needs Committee to draft MoU.

Old Business:

- Appointment of library alternate as an officer
 - Cara researched potential for alternate trustee to serve as a board officer. Alternate trustee cannot serve in an officer position.
 - **Action Item:** Cara to draft position description for recording secretary.

Valerie moved that given that, according to Terry Knowles of the NH Department of Justice Charitable Trusts Unit, Board Alternates cannot serve in Board offices, that Heather Paradzick be thanked for her willingness to serve as a Co-Secretary but that the responsibility for the office will reside with elected board member Shannan McKenna. Helen seconded. Motion passed unanimously.

- Trustee bylaws revision (Article IV: Committees, Section 1.1)
 - Valerie propose removing Technology and Public Relations committees from bylaws as there are no existing committees for these functions nor the need for the formation of said committees.

Shannon moved to approve the bylaws as amended and that the amendments be entered into the minutes. Valerie seconded. Motion passed unanimously.

- FY18 fine money budget
 - Board discussed use of funds from prior years and Cara clarified purpose of \$18,000 listed in projected fine budget

New Business:

- Pay scale for Night Custodian Position
 - Cara proposed adjustment in pay scale for custodian position (CUST) to an LA2 pay scale and recommends moving Andy Marcinowski from step 10

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(\$15.32/hour) on the existing CUST pay scale to the higher pay rate of step 7 on the LA2 scale (\$16.23/hour).

- Personnel committee recommends approval of new pay scale and pay rate increase to the board.

Valerie moved that current CUST pay scale move to LA2 pay scale and Andy Marcinowski's pay rate is adjusted to step 7 of the revised scale, Shannon seconded. Motion passed unanimously.

- Calendar of upcoming library programs
 - Cara discussed calendar with trustees and encouraged board members to attend programming
- NZTF discussion (continued)
 - Based on condition of roof and other cost saving priorities (lighting and HVAC), the library has other priorities and does not support moving forward with solar panel installations. Liz will compose communication to NZTF.
- New circulation position
 - Cara stated there are many applicants and the potential for library substitutes.

Acceptance of Gifts: No gifts

Adjournment:

Pete motioned to adjourn meeting at 8:15 pm. Deirdre seconded. Motion passed unanimously.

Next meeting June 19, 6:30 pm.

Respectfully submitted,
Heather Paradzick